

**MINIMUM STANDARDS FOR VERMONT PUBLIC LIBRARIES**  
**Suggestions for Further Development**  
**2003 Checklist**

Library name: \_\_\_\_\_  
Town: \_\_\_\_\_

*The following "Suggestions" offer additional activities a library meeting standards can engage in as it strives to provide excellent service to its community. Although they can be attained by most libraries, each library will need to set its own priorities based on its community's needs, character, and resources. In some cases, they may be inappropriate or impossible. **Note: completing this form is purely optional.***

SUGGESTION	YES	NO
<b>ACCESS:</b> Our library serves a population of _____ and is open ____ hours each week, thereby meeting the suggested hours open weekly: over 10,000 - 50-72 hours 5,000-10,000 - 34-52 hours 3,000-5,000 - 28-38 hours 1,000-3,000 - 20-32 hours under 1,000 - 14-22 hours		
In setting the schedule of hours, we identified the times most convenient to users by any or all of these methods: survey attendance count patrons' requests suggestion box no. of items in book drop when library is closed other:		
The telephone listing appears in both the yellow and white pages.		
We have an answering machine or voice mail to give the hours and take requests when the library is closed.		
The library provides service to all Vermonters free of charge.		
<b>SUPPORT:</b> Our last completed fiscal year's local support for the library was higher than the previous year's.		
Trustees encourage and support gifts, bequests, donations, and activities to augment municipal funding.		
Volunteers, Friends or other support groups work with the library to broaden services and community involvement.		
We explored at least one grant source this year.		

	YES	NO
<b>COOPERATION:</b>		
Our librarian visited the school library(ies) at least once this year.		
Our librarian and/or staff attended meetings of area librarians when/if they occurred this year.		
Our trustees met with other trustees in the area this year.		
The library maintains a community resource file.		
The library has a bulletin board to post local information and events.		
The library works closely with other branches of municipal government.		
The library has a separate computer and telephone line for public access to VALS and the Internet.		
Free public access to VALS and the Internet is encouraged and available whenever the library is open.		
<b>LIBRARIAN:</b>		
The library offers staff: vacation and sick leave health insurance dental insurance parental leave retirement investment plan		
The librarian holds an MLS from an ALA-accredited program.		
The librarian is a member of VLA and/or VEMA.		
The library staff and board have used "Test Your Attitude."		
<b>COLLECTION:</b>		
The library has identified children's services as a major role in its community services; therefore, it sets aside at least 30% of its materials budget for children's materials.		
The library targets specific amounts of its materials budget to serve the following segments of the community: children business people people with disabilities adult learners English as a Second Language young adults other:		

	YES	NO
<p>The library purchases at least some of the following:</p> <ul style="list-style-type: none"> <li>basic reference materials</li> <li>local newspaper(s)</li> <li>materials for adult new readers</li> <li>videotapes</li> <li>audio books</li> <li>magazines for adults and children</li> <li>CD-ROM products</li> <li>computer software</li> <li>on-line services</li> </ul>		
<p><b>TRUSTEES:</b></p> <p>The board of trustees met approximately monthly, or more frequently if needed, this year.</p>		
All trustees are elected at the municipality's annual meeting.		
Our by-laws limit a trustee's total length of uninterrupted service to 10 years.		
Each board member attended some continuing education this year.		
All board members belong to VLTA.		
New board members received formal orientation.		
<p><b>COMMUNITY LIBRARIES:</b></p> <p>All staff are paid equitably, regardless of whether they are paid by the school or town.</p>		

*If you would like help in achieving any of the above "Suggestions," please call your regional librarian or a consultant from the Department of Libraries (802/828-3261). If you find you have checked most of the boxes "Yes," consider embarking on a long range planning process such as "Envisioning Excellence" to help establish the library's priorities for the coming years.*

**Note: returning this form to the Department of Libraries is purely optional.**



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